

AMS/FAST CHANGE REQUEST (CR) COVERSHEET

Change Request Number: 23-124

Date Received: September 13, 2023

Title: Procurement Policy & Guidance FAST Page Layout

Initiator Name: Stacie Huelsbeck

Initiator Organization Name / Routing Code: Procurement Policy Branch, AAP-110

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Policy and Guidance: (Please check only one box)

- | | |
|---|---|
| <input type="checkbox"/> Policy | <input checked="" type="checkbox"/> Procurement Tools and Resources |
| <input type="checkbox"/> Guidance | <input type="checkbox"/> Real Property Templates and Samples |
| <input type="checkbox"/> Procurement Samples | <input type="checkbox"/> Procurement Clauses |
| <input type="checkbox"/> Procurement Templates | <input type="checkbox"/> Real Property Clauses |
| <input type="checkbox"/> Procurement Forms | <input type="checkbox"/> Other Tools and Resources |
| <input type="checkbox"/> Procurement Checklists | |

Summary of Change:

1. The change reorganizes Procurement related tools and resources and creates 5 new web-page document libraries for viewing categories of Procurement related documentation.
2. The change removes the following documents and links:
 - 2a. AMS Clause Subcontract Flowdown Chart
 - 2b. Two Minute Drills from Procurement Legal
 - 2c. Link to Contract Opportunities (now SAM.gov)
 - 2d. Link to Wage Determinations Online Tool (now SAM.gov)
3. The change updates/removes outdated links to external websites.
4. The change removes 2 button links to Policy and Guidance at the top of the Purchase Card Program web-page in accordance with concurrent change request.

Reason for Change:

The change streamlines the FAST webpage for Procurement Policy and Guidance and creates a more user friendly and visually effective layout.

Development, Review, and Concurrence: AAP-110

Target Audience: FAA Acquisition Workforce

Briefing Planned: No.

ASAG Responsibilities: None.

Section / Text Location:

On the AMS Procurement Policy and Guidance web-page and associated links, re-arrange and update headers and documents as shown on the attachments.

The redline version must be a comparison with the current published FAST version.

☐ I confirm I used the latest published version to create this change / redline

or

☒ This is new content

Links: https://fast.faa.gov/PPG_Procurement.cfm

Attachments:

1. Procurement FAST Page New Layout.docx
 2. NEW PAGE- AMS Interim Changes, Memos, and Waivers.docx
 3. NEW PAGE- Procurement Guides and Handbooks.docx
 4. NEW PAGE- Procurement Resources and Flowcharts.docx
 5. NEW PAGE- Procurement Applications, Systems, and Useful Links.docx
 6. NEW PAGE- Support Service Memos.docx
 7. REVISED PAGE- Real Property Useful Links.docx
 8. REVISED PAGE- Purchase Card Program webpage- Remove Buttons.docx
- Narrative Summary of Procurement Webpage Changes.pptx

Other Files: N/A.